



CODE REVIEW PROCESS

This information, provided by the Community Development Department, establishes an effective means for development applicants to apply for Code Review Board meetings. Code Review is the first step in the development process.

The Code Review process provides assistance to anyone seeking to develop, improve or rehabilitate a property in the City. It enables the various City departments to review development applications and provide timely feedback and direction for the property before detailed design and construction drawings are required. Comments provided are preliminary in nature, do not constitute approval of the project, and are subject to change as the application progresses.

The applicant must fully complete the Code Review Application attached to this packet. In addition to the Application, seven sets of plans, as delineated on the next page, are required.

Please contact the Community Development Department if you have questions or desire to meet with a City Planner. Call (928) 634-5505 or visit us at 821 N. Main Street, Cottonwood, AZ 86326. Our hours are 8am to 5pm Monday through Friday.

1/5/2005

Preliminary Plan Submittal List

1. Vicinity sketch—location of property in relationship to major roads
2. List project title or address; name and address of owner(s), contractor, registered engineer or architect and **DATE** of preparation
3. **Preliminary** Development Plan (site plan)—Suggested scale 1"=30' to fit on a 24" x 36" sheet.
Show North arrow, Assessors parcel number and Zoning classification
 - Show proposed street system, lot lines, and lot design with appropriate dimensions including setback lines, lot dimensions, dimensions of yards and space between buildings. Show any existing structures, driveways, sidewalks, and parking areas.
 - Show adjacent lots, parcels, streets, sidewalks, alleys, parking lots, vacant lots within 50' of property
 - Show access to public road
 - Show building footprint(s),
 - Show driveways, access from public street and sidewalks with appropriate dimensions
 - Existing and proposed easements
 - Location of free standing light poles or any other site lighting
 - Location of entry or monument signage
 - Parking spaces, include number, dimensions, circulation patterns, surface materials
4. **Preliminary** Drainage Plan. Show:
 - Existing and proposed drainage patterns
 - Existing and proposed grades
 - Contours
 - Detention areas
 - Topographic features such as washes
5. **Preliminary** Landscaping and Tree Planting Plan — Suggested scale 1"=30' to fit on a 24" x 36" sheet. North arrow. Show
 - Existing trees
 - List of species, plant sizes and quantities
 - Existing topographic features such as washes, rock outcroppings, streams
 - Existing and proposed fences and walls
 - Proposed trees, location, and type - include street trees
 - Method of transition if adjacent land use is a different zoning classification
6. **Preliminary** Building(s) floor plan
 - Type of construction
 - Show approximate location of doors and windows
7. **Preliminary** Building elevations (all sides)
 - Type of exterior building materials
 - Show building heights
8. Include **Table** that delineates the following:
 - Gross square footage of parcel
 - Square footage of proposed building(s)
 - Percentage of parcel covered by building(s)
 - Percentage of parcel covered by parking, driveways and sidewalks and pathways
 - Required number of parking spaces
 - Required percentage of parcel to be landscaped
 - Maximum lumen allowance in lighting fixtures



CODE REVIEW APPLICATION

Case Number: _____

Date: _____

Instructions: Please complete only those items related to your specific application. Items that are not relevant write "NA" in the space. Attach six sets of plans to this application as described in the Code Review Process.

Project Name _____

Street Address _____

Assessor's Parcel Number _____

Zoning Classification _____

Proposed Use of Property _____

Property Owner Name and Address _____

Applicant Name and Mailing address: _____

(if different from Owner) _____

Phone #(s) _____

Project Coordinator Name and Address (if different from Applicant) *This Person is responsible to interact with the City on all matters pertaining to the application.*

Phone # _____

e-mail _____

Gross Square Footage of Property _____ Number of Parking Spaces _____

% Of Property covered by Buildings _____ % Of Property in Landscaping _____

Setbacks: Front _____ Rear _____ Side _____ Side _____

I hereby file this application as the party of interest or representative thereof and declare that all the information in this application and the accompanying plans are true and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____